

To: All IV-D Directors  
All County Administrative Officers  
Boards of Supervisors

The Department of Health Services (DHS) has requested the Department of Child Support Services to distribute information to the local child support agencies (LCSAs) regarding the processing of DHS' Form 6110, Medical Insurance Form.

Currently, LCSAs send Form 6110 to the DHS, Third Party Liability Branch, Other Coverage Unit for input into the Medi-cal Eligibility Data System (MEDS). Once the information from the forms has been successfully added to MEDS, the forms are returned to the originating LCSA to destroy or file. The Third Party Liability Branch has received numerous requests from LCSAs to destroy the 6110 forms once it has been successfully added to the database rather than return them to the LCSA since these forms are not retained by the LCSAs. As a result, effective immediately, DHS will destroy all 6110 forms after successful addition to MEDS and will not return a copy to the LCSA. DHS will continue to return blue tagged 6110 forms with missing information and forms with lapsed coverage.

If you have any questions regarding this email, please contact Lindsay Farris, Manager of the Case Management Enforcement Policy Unit, at (916) 464-5055.